

MERS Employer Reporting Process (Online Entry) Job Aid

1

New Hires

Enter any new hires using the Pension New Hire page.

2

Copy Forward

From the ER Home Page, Copy Forward a report to the new pay period.

3

HR Actions

In the HR/Job Data section, terminate any employees as needed. Delete the rows of any terminated employees, and add rows for the newly hired employees.

4

Enter Payroll

Enter in the Actual Hours, Regular Pay, Employee Contributions, and any other pay types.

5

Validate

Return to the ER Detail Page, and validate the report.